

**SITING, ENVIRONMENTAL IMPACT STATEMENT, AND PREDESIGN
CONSULTING SERVICES
for a
NEW PRISON RECEPTION CENTER**

The purpose of this project is to select a consultant to develop and conduct a siting process to locate a new correctional reception facility on the west side of the state. The consultant will also produce an Environmental Impact Statement (EIS) to evaluate the suitability of the sites, and provide predesign services for the new facility. The new facility will provide 1,024 Reception beds, 64 Segregation beds, program areas for; intake, classification, visitation, food service, health services, administration, and support services. The consultant team will be expected to include environmental professionals, communications staff, engineers and architects, real estate professionals and LEED accredited personnel. The consultant team also needs the ability to provide Schematic through Construction phase services for this project if requested. The consultant chosen must be able to begin work immediately upon selection. Any persons providing services under this contract must successfully pass a Washington State Patrol National Crime Information Center (NCIC) check.

All sites to be considered are required to be near primary highway systems. The estimated Maximum Allowable Construction Cost (MACC) of the project is \$167,000,000. The estimated preliminary program space totals approximately 356,000 gross square feet.

Background

- Funding was provided to the Department of Corrections in the 2010 Supplemental Budget to begin development of a new west side corrections complex. The new section 2018 of chapter 42007, laws of 2009, provides State Building Construction Account funds for a project titled Westside Corrections Complex: Siting and Predesign (92000032).
- The issue driving this request is the February 2010 Caseload Forecast Council's report that forecasts a male bed shortfall by the year 2016. The need is also driven by the legislature's decision to close old and inefficient housing units at the McNeil Island Corrections Center and replace them with new units that are less expensive to operate.

Site Selection Process

- Develop and conduct a facility siting process compliant with Revised Code of Washington 72.65.220, and Washington Administrative Codes 137-57-030, and 137-57-050.
- The consultant shall develop initial solicitation notice to interested jurisdictions. At a minimum, work will involve producing an initial letter notifying jurisdictions of the opportunity to host a correctional facility, a notification letter explaining the opportunity interest by the Department, creation of an information document explaining the process, what the project is, how it affects their community, impacts to the community, and the involvement required of the local community. Also develop a preliminary questionnaire to enable jurisdictions to respond, and to document their intent to respond.
- Distribute final solicitation information to the Department. Assume ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.
- Provide administrative effort for notification. Assist in developing information to be posted on the DOC website and other electronic media as appropriate.
- Develop screening assessment tool in evaluating initial response for fatal flaws. Summarize and provide oral presentation to the Department. Assume 30 sites to be reviewed.

- Develop response letter by the Department for additional information. Work will involve developing a detailed "Site Selection Questionnaire" form for the jurisdiction to complete and return.
- Distribute final site selection questionnaire information to the Department. Assume ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department.
- Provide administrative effort for response to interested jurisdiction. Assist in developing information to be posted on the DOC website and other electronic media as appropriate.
- Develop evaluation criteria assessment to evaluate information provided in "Site Selection Questionnaire" and additional information from other sources.
- Visit sites and obtain appropriate information to evaluate proposed sites. Summarize and provide site selection report and make oral presentation to the Department. Assume 30 sites to be evaluated with three (3) preferred sites identified for further consideration.
- Distribute final site selection report to the Department. Assume ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.
- Provide administrative effort for announcement of preferred sites to successful jurisdiction. Assist in developing information to be posted on the DOC website and other electronic media as appropriate.
- Provide handbook on public involvement for use by local jurisdictions, describing how to prepare a public involvement plan, types of public outreach that may be effective, information materials that may need to be developed, and media activities that may be needed. Provide models and design information to communities to assist in explaining the appearance and operation of the reception center. Information to be provided to the final selected sites.

Environmental Impact Statement (EIS)

- Provide services in accordance with the State Environmental Policy Act (SEPA).
- Assume three (3) sites to be studied in the EIS.
- Conduct formal public EIS scoping process. Provide administrative effort for announcement of scoping meetings. Assist in developing information to be posted on the DOC website and other electronic media as appropriate.
- Develop draft EIS with summary of the proposed action, the site alternatives, and probable environmental impacts that may occur.
- Provide detailed description of the proposed action and each of the alternative sites including modeling of the predesign concept facility. Include an evaluation of the "no action" alternative.
- Develop separately the documentation for affected environment, impacts, and mitigating measures. Provide supporting documents associated with this effort.
- Summarize and make oral presentation to the Department.
- Assist in developing information to be posted on the DOC website and other electronic media as appropriate.
- Upon satisfactory completion of the draft EIS, develop plan and distribution list for the draft EIS. Distribute draft EIS to appropriate stakeholders. Hard copy draft EIS will be a reimbursable

expense. Assume ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to Department.

- Upon satisfactory completion of the draft EIS, ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.
- Respond to written comments to the draft EIS.
- Finalize EIS document.
- Distribute final EIS to appropriate stakeholders. Hard copy final EIS will be a reimbursable expense. Assume ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.
- Assist in developing information to be posted on the DOC website, and other electronic media as appropriate.
- Draft formal action after preferred site is selected.
- Assist the State in acquisition of the preferred property and site documentation for LEED purposes.
- The development will be LEED silver as a minimum; other environmental improvements such as reuse of wastewater, carbon neutrality and design for sustainable operation will also be evaluated.

Predesign

- Develop a Facility Program Analysis (FPA) including a listing and quantification of space needs.
- The facility will be LEED silver as a minimum; other environmental improvements such as reuse of wastewater, carbon neutrality and design for sustainable operation will also be evaluated.
- Preliminary space program estimates shall be provided for use in site selection and EIS development.
- Upon satisfactory completion of the draft FPA, ten (10) hardcopies and two (2) electronic copies (one Adobe PDF, and one Word 2007) shall be provided to the Department.
- Prepare predesign using the Office of Financial Management's (OFM) Predesign Manual. The OFM Predesign Manual for Capital Projects is available at <http://www.ofm.wa.gov/budget/instructions/capital.asp>. The tasks include the following elements:
 - Project Analysis
 - Program Analysis
 - Site Analysis
 - Project Budget Analysis
 - Master Plan & Policy Coordination
 - Facility operations & maintenance requirements
 - Project diagrams and drawings
- Develop predesign with full assessment of the preferred alternative, the other alternatives, and the "no action" alternative.

- Develop concept site plans for the preferred site alternative and other site alternatives.
- Upon satisfactory completion of the draft predesign, ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.
- Respond to written comments to the draft predesign.
- Finalize predesign document. Ten (10) hardcopies and two (2) electronic copies (one Adobe PDF and one Word 2007) shall be provided to the Department.

Note: All referenced task deliverables shall be reimbursable expenses.

Site Selection/EIS Schedule — ≈ 17 months

Develop information for solicitation – 2 months

Send Solicitation to communities and receive “Confirmation to Respond” notification by communities – 2 months

Initial site screening review – 2 weeks

Send information to those communities for additional details with “Site Selection Questionnaire” – 2 months

Site visits and evaluation of sites – 1 month

Site selection report completed – 1 month

Prepare draft EIS – 6 months

Finalize EIS – 2 months

Predesign Schedule — ≈ 13 months

Prepare Facility Predesign – 7 months

Site visits and evaluation of sites – 1 month

Develop off-site scope and cost estimate – 1 ½ months

Develop conceptual layouts – 1 month

Finalize Predesign report – 2 months